

SUBCONTRACT WORK ORDER (SWO) PROCEDURE
(Labor-Hour/T&M Contract)

1.0 DEFINITION

- 1.1 A Subcontract Work Order (SWO) (shown on page 3 of this exhibit) is a unilateral document issued by JPL to begin, authorize, define, or terminate a Subcontractor's specific effort in implementing work under the basic contract for support services.

2.0 PROCEDURE

- 2.1 Each SWO will be issued on an SWO form.
- 2.2 All SWOs issued will:
- 2.2.1 Be on the prescribed form and numbered consecutively.
 - 2.2.2 Describe the labor classification to be provided.
 - 2.2.3 State the work start and completion dates.

3.0 AUTHORIZATION

- 3.1 All SWOs and supplements will be issued by the JPL Subcontracts Manager.
- 3.2 On receipt by the Subcontractor of an authorized SWO, the Subcontractor will start work.

4.0 LIMITATION OF OBLIGATION

- 4.1 In addition to the provisions of paragraphs (e) and (f) of the GENERAL PROVISIONS of this Subcontract entitled "Timekeeping and Payments," the following provisions shall apply to each SWO issued under this Subcontract:
- 4.1.1 The Institute shall not be obligated to pay the Subcontractor any amount in excess of the Estimated Expenditure set forth on each SWO, and the Subcontractor shall not be obligated to continue performance of the work described in such SWO or to otherwise incur costs in excess of such Estimated Expenditure, unless and until JPL shall have issued a written SWO Supplement increasing such Estimated Expenditure.
 - 4.1.2 If at any time the Subcontractor has reason to believe that the costs for performance of work described in a SWO will exceed the Estimated Expenditure of such SWO, the Subcontractor shall immediately notify the cognizant JPL Subcontracts Negotiator to that effect, giving its revised estimate of the total cost

to perform the work. Such notification may first be given verbally, but shall be confirmed in writing if JPL requests written confirmation thereof.

- 4.2 The cumulative total expenditure for all SWOs issued under this Subcontract shall not exceed the ceiling price as set forth in Article 2, paragraph (a), and nothing contained herein shall obligate JPL to reimburse the Subcontractor for any amount in excess of the ceiling price.

5.0 **REIMBURSEMENT OF COSTS**

- 5.1 In addition to the provisions of paragraphs (a) of the GENERAL PROVISIONS of this Subcontract entitled "Timekeeping and Payments," the Subcontractor shall be reimbursed for overtime hours, travel expenses, and Other Direct Costs only as authorized in Article 2 and in each SWO issued under this Subcontract.

SUBCONTRACT WORK ORDER

(Labor Hour)



Jet Propulsion Laboratory
California Institute of Technology
4800 Oak Grove Drive
Pasadena, California 91109

TO				CONTRACT NO.		CWO NO.		
				DATE		MOD NO.		
CONTRACTOR PERSONNEL			JOB CLASSIFICATION			JOB TITLE		
PERIOD OF PERFORMANCE			O/T AUTHORIZATION		JOB LOCATION		SECURITY CLEARANCE	
COGNIZANT REQUESTOR			SECTION MAIL STOP PHONE		EXEMPT		TRAVEL BENEFITTED	
COGNIZANT ADMIN			SECTION MAIL STOP PHONE		ESTIMATED EXPENDITURE			
RATES 40 HOURS OR LESS IN A GIVEN WEEK Direct Labor Rate Billing Rate				Straight Time		Overtime		Doubletime
RATES OVER 40 HOURS IN A GIVEN WEEK Direct Labor Rate Billing Rate				Straight Time		Overtime		Doubletime
COMMENTS:								

JPL ACQUISITION APPROVAL	ACQUISITION	MAIL STOP	PHONE
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CONTRACTOR ACKNOWLEDGEMENT

BY	TITLE	DATE
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